

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF INTERNAL AFFAIRS
DUTY STATEMENT**

Job Title: Captain, Adult Institution
Position #: 065-XXX-9646-XXX
Department: California Department of Corrections and Rehabilitation
Section: Office of Internal Affairs, Allegation Inquiry Management Section
Region: Central
Reports To: Chief Deputy Administrator, Office of Internal Affairs
Prepared By: Amber Wolff
Prepared Date: Revised June 2021

GENERAL DUTY STATEMENT:

Under the direction of the Chief Deputy Administrator (CDA), Office of Internal Affairs (OIA) and indirect supervision of the Deputy Director, OIA, the Allegation Inquiry Management Section (AIMS) Captain supervises a team of approximately six Correctional Lieutenants (Inquiry Lieutenants) who manage inquiry caseloads of complex and sensitive offender grievances alleging staff misconduct. The Captain's duties include, but are not limited to: training newly assigned Inquiry Lieutenants in a classroom setting, traveling to regionally assigned prisons to train and assist the Inquiry Lieutenants, accompanying new or underperforming staff in the field, accompanying them during complex reviews, reviewing and editing offender grievance inquiry responses, returning responses for correction, identifying inadequate inquiries, recommending specific additional inquiry work, providing phone consultation and assistance to reviewers, identifying problem trends and updating training and policy updates accordingly, identifying problem trends and providing reports to the CDA, OIA and hiring authorities, authoring and updating policy/procedure, facilitating outside vendor training, provide and receive input from hiring authorities regarding reviewers' performance/conduct and recommend staffing changes where appropriate.

SPECIFIC RESPONSIBILITIES:

45% Assign offender grievance inquiries related to complaints against staff to AIMS Lieutenants. Oversee the daily operations of the regional AIMS office, training newly assigned reviewers in a classroom setting, traveling to regionally assigned facilities and parole offices to train and assist AIMS Inquiry Lieutenants and local reviewers; accompanying new or underperforming Inquiry Lieutenants in the field, and co-chairing interviews during complex reviews of appeals or when other circumstances warrant. Assess sensitive, difficult and complex issues involving staff misconduct that have occurred within an institution, consult with, and take direction from the CDA, OIA. Additionally, the AIMS Captain will assist in the collection and analysis of relevant documentation, reviewing and editing staff complaint inquiry reports, returning reports for correction, identifying and correcting inadequate inquiries, recommending specific additional inquiry work, providing phone consultation and assistance to reviewers, identifying problem trends and providing

reports to the CDA, OAI and hiring authorities when directed. Will identify problem trends and update training, policies, and procedures when directed,

- 35% Train subordinate staff in effective inquiry methods, and stay abreast of modern trends and tools in the field. Become familiar with the use of CDCR databases including SOMS/ERMS, IATS, etc. computer programs and video conferencing devices. Provide training including interviewing, report writing, evidence collection and best practices including impartiality and orientation to newly assigned permanent and temporary staff prior to case assignment.
- 10% Liaison with OIA and the Office of the Inspector General (OIG) to address issues of common concern for the successful assignment and completion of inquiries/ investigations into staff misconduct. Under the direction of the CDA-OIA conducts and/or directs restricted inquiries regarding executive staff or more complex, sensitive, or high notoriety allegations which may require statewide travel. Provides training to CDCR staff outside of OIA.
- 10% Data collection for all aspects of the operation to effectively gauge annual staff and equipment resource needs. Author duty statements, and annual updates; facilitate outside vendor training; provide and receive input from hiring authorities regarding Inquiry Lieutenants' performance/conduct. Recommend staffing changes when appropriate. Involved in the recruitment and hiring of staff; conduct probationary and annual performance evaluations, and employee progressive discipline. Assist in developing justifications for additional resources. Other duties as assigned related to the classification. Attend mandatory training for peace officers and other required training.

Captain
Office of Internal Affairs

Date